



DISTRICT OF COLUMBIA OFFICE OF ZONING



COMPLAINT OF NON-COMPLIANCE WITH CONDITION(S) OF A BZA/ZC ORDER

Notice: See other side of complaint of non-compliance with condition(s) of a BZA/ZC Order for instructions

IMPORTANT NOTE: This process is not intended as a substitute for the enforcement responsibility of the Department of Consumer and Regulatory Affairs (DCRA). Any person that believes immediate enforcement action is required should contact DCRA.

A complaint is hereby filed with the Office of Zoning for review and assessment of compliance; and if in non-compliance, assistance in working with the non-complying party to achieve compliance and/or referral for mediation; and/or if not resolved, referral to Department of Consumer and Regulatory Affairs (DCRA) for appropriate action pursuant to Titles 11 and 16 DCMR Chapters 32, such as revocation of building permits/Certificate(s) of Occupancy, or citation action - the details of which are as follows:

| Address(s) of Affected Premises | Square (s) | Lot (s) | BZA Order No. and Date | ZC Order No. and Date | BZA/ZC Order Expiration Date | Condition No. |
|---------------------------------|------------|---------|------------------------|-----------------------|------------------------------|---------------|
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Present use of Property:

Owner of Property:

Telephone No.:

Address of Owner:

Name, address and telephone number of lessee (if applicable):

List specifically by condition number each and every alleged violation(s) of non-compliance with condition(s) of a BZA/ZC

Order and the relevant sections of the Zoning Regulations (see reverse for more detailed explanation).

Please use a separate piece of 8 1/2" x 11" to respond and attach it to the Form 300 (if needed).

The making of a false statement on this form, or any attachment thereto, or in response to any questions or request for information made by the Director or by Office of Zoning Staff, is punishable by the criminal penalties set forth in section 404(b) of the District of Columbia White Collar Crimes Act of 1982, effective December 1, 1982 (D.C. Law 4-164; D.C. Code 22-2514(b)).

Date:

Signature:

Complainant

Contact Information of Complainant

Name:

Address:

Phone No.:

Fax No.:

E-Mail:

ANY APPLICATION THAT IS NOT COMPLETED IN ACCORDANCE WITH THE INSTRUCTIONS ON THE BACK OF THIS FORM WILL NOT BE ACCEPTED.

INSTRUCTIONS

Any complaint of non-compliance with condition(s) of a BZA/ZC Order for action as provided by the District of Columbia Zoning Regulations (11 DCMR Zoning) that is not completed in accordance with the following instructions shall not be accepted. *Do not mail this form to the Office of Zoning.*

1. All complaints of non-compliance of a condition(s) of a BZA/ZC Order shall be made on Form 300. All forms must be completely filled out and be typewritten or printed. All information shall be furnished by the complainant. If additional space is necessary, use separate sheets of 8½" x 11" paper to complete the form (drawings and plans may be no larger than 11"x 17").
2. Present this form and supporting documents, in person, to the Office of Zoning at 441 4th Street, N.W., Suite 210, Washington, D.C. 20001.
3. ***REQUIRED information to be submitted when making a complaint of non-compliance with condition(s) of a BZA/ZC condition submission, includes one (1) original and ten (10) copies of the following:***
 - A. All Complainants are required to submit in specific detail each and every alleged violation of non-compliance with condition(s) of a BZA/ZC order they have found. Details should state the allegations of violation for non-compliance with the condition per §3205 Title 11 DCMR Zoning Regulations – “how was the condition not complied with ” and reference the relevant condition(s) of the Order. It shall be typewritten or printed and attached to Form 300 Complaint of Non-Compliance with Condition(s) of a BZA/ZC Order.
 - B. In the case of an alleged area variance infraction, a plat is required drawn to scale and certified by a DC licensed survey engineer or D.C. Surveyor’s Office showing boundaries and dimensions of the primary building(s) and accessory building(s). Also required are, if any, architectural plans and elevations in sufficient detail to clearly illustrate any building, landscaping/screens and building materials as they relate to the specifics of the violation of non-compliance of the condition. Submittal of plat and plans shall not exceed 11? x 17? in size.
 - C. All Complainants are required to submit, stapled to this form, a copy of the full BZA/ZC Order or a copy of each condition allegedly violated.

Note: All Complainants are required at the time of filing to serve the Zoning Administrator and all parties; including, as appropriate, the Lessee.

[Click Here to Return to Form](#)